

OFFICE FOR RESTORATIVE JUSTICE AND VICTIMS' RIGHTS
GLOSSARY

Mission: To preserve victims' rights, enhance juvenile accountability, and promote safer communities.

Absolute Discharge	A release from ADJC jurisdiction and supervision when the Department staff decides that there is a reasonable probability that the juvenile will observe the law and, if at liberty, will not be a threat to public safety.
Care-giver, Caretaker	A person, typically the legal guardian, most recently responsible for the care and welfare of the juvenile, and/or the person to whom the juvenile might be considered to return to when transitioned to the community.
Caseworker	An employee who has direct contact with juveniles and provides care, treatment, or program services in the secure facility or community.
Classification Offense	The offense with the highest felony or misdemeanor rating, as noted in the court Minute Entry, identified by the ARS Criminal Code and listed in the Classification of Offenses Manual. Class I (one) felony is the most serious felony and Class 6 (six) felony the lowest. Misdemeanors are similarly ranked from 1 (most serious) through 6.
Conditional Liberty	Granted to a juvenile in a secure care facility after a determination by the Department that the juvenile is not likely to be a threat to the public safety if released and that the juvenile's continued treatment, rehabilitation and education in a less restrictive setting is consistent with the public's safety and interest. The juvenile may be granted conditional liberty and placed under the care of the juvenile's parent or legal guardian, or a resident of this state of good moral character, or placed in a community based treatment center, or placed out-of-state through the Interstate Compact Agreement.
Criminal History Record Information	Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrest, detention, indictments, information or other criminal charges, and any disposition arising there from, including sentencing, correctional supervision, and release.
Discharge for Cause	An administrative decision to terminate ADJC jurisdiction based on a juvenile having been convicted (as an adult) of a crime, or having been committed to another jurisdiction.
Disciplinary Hearing	A due process hearing held to ensure the protection of juvenile rights when a program change is considered which could involve an extended stay in a secure institution or an extended stay with a change of secure institution.
Due Process Proceedings Office	An administrative office in ADJC. The Administrator, DPPO, supervises Youth Hearing Officers who review recommendations for juveniles' conditional liberty suspension, revocation, reinstatement.
Escape	A juvenile's departure from a secure facility without permission or a failure to return from a furlough.

Finding	<p>Determinations made by approving authorities after review of all investigation reports concerning each complaint alleging juvenile or employee misconduct.</p> <p><u>Sustained:</u> The juvenile or employee committed all or part of the alleged act.</p> <p><u>Not Sustained:</u> The investigation, including any inquiries conducted by the approving authority, produced insufficient information to prove or disprove the allegation.</p> <p><u>Exonerated:</u> The juvenile or employee committed all or part of the alleged act but it was justified, lawful and proper.</p> <p><u>Unfounded:</u> The juvenile or employee did not commit the alleged act.</p>
Intern	Person who provides services to juvenile with or without compensation as a part of formal education program supervised by an approved institution of learning.
Interpreter	Language – A person who translates verbal or written communication from one language to another.
Juvenile Community Reentry Board (JCRB)	A review of the youth's progress and consideration of their release from secure care.
Juvenile Records	<p>Juvenile is committed to ADJC on civil rather than criminal charges. Therefore, all youth records are confidential and are not subject to the freedom of information act regulations. The Department does not confirm or release the names, home addresses or other information in juvenile master or medical files. <u>Note: General education files are released to those authorized such access under the law; e.g., juvenile over 18 years of age, parent(s) and school registrars.</u></p>
Master Record File	<p>Official juvenile files of original documents maintained by the secure facility or the Parole Office. The Central Office Records Room maintains a back-up file. All other juvenile records such as education files and health services files shall be considered special purpose or case records. Juvenile medical and dental files are maintained confidentially by each secure facility Health Services Unit.</p>
Quashed Warrant	A warrant has been terminated, or no longer valid.
Parole	An administrative decision to release a juvenile from a secure facility to a placement and/or program in the community. (See also Conditional Liberty)
Parole Revocation	Revocation of a juvenile's Conditional Liberty made at a Due Process Hearing by the Youth Hearing Officer due to a probable cause determination of violation of the conditions of release.
Physical Custody	The exercise of physical custody and control over a committed juvenile, excluding those occasions in which the juvenile has been released by furlough, out to court, etc.
Re-awards	Juveniles on conditional liberty who is alleged to have committed new delinquent felony offenses.

Reinstatement	The Youth Hearing Officer's administrative decision which results in returning a suspended youth to Conditional Liberty status, either immediately or upon development of an approved parole plan.
Revocation (Parole)	The Youth Hearing Officer's administrative decision (after a due process hearing) to revoke the juvenile's Conditional Liberty due to a probable cause determination that he/she has violated the conditions of release.
Secure Custody	A secure facility or contracted secure placement that provides twenty-four hour continuous confinement.
Separation	<u>Disciplinary</u> - Removal of a juvenile from the general population and reassignment to an area designated for behavior management program for a specific period of time.
Sex Offender	A juvenile whose primary or secondary conviction is for a sexual offense or who has a history of sex offenses.
Suspension (Parole)	A status which temporarily suspends full Conditional Liberty status. A juvenile may be allowed to remain in the home or community pending a hearing, or may be returned to a secure institution or facility pending review of allegations of Conditional Release violations.
Victim	A person against whom the adjudicated offense has been committed.
Victim Representative	The victim representative is a person who is designated to act in the best interest of the victim when the actual victim is deceased, incapacitated, or is a minor child. Either the victim or the court may appoint the victim's spouse, parent, child, or legal guardian as a victim representative.
Youth Hearing Officer	A staff member of the Due Process Proceedings Office who has received special instruction to ensure continual safeguarding of the due process rights of ADJC juvenile during hearings; e.g. conditional liberty (parole) suspension, conditional liberty (parole) revocation, and conditional liberty (parole) reinstatement.
Youth Rights Specialist	A secure facility employee whose job responsibilities include providing information and assistance to ensure juvenile are aware of their options and are accorded their due process rights during hearings. Youth Rights Specialists may help juvenile fill out grievance forms, when appropriate.
Victims' Rights Specialist	A victims' rights specialist is the victims primary contact person and advocate. The advocate will be able to answer the victim's questions and address any concerns they may have.